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To: M. E. Szymanczyk Date: July 13, 1992

From: L. M. Cummings

Subject: RECORDS MANAGEMENT PROGRAM

Following is the second quarter report on the status of the Records Management Program in the Tobacco Sales Force Field Offices.

The classification, labeling and inventorying phase of the Records Management Program continued to move forward in the TSF Field Offices during the second quarter. This phase of the program is now 90% complete which represents a 3% increase since the last quarterly report (Attachment #1).

The TSF Section Office records retention schedule, which is being revised to satisfy the retention criteria established by the Legal Department in February, was returned from legal counsel with endorsement on June 15. It will be sent to the Section Office records coordinators once the department head signature is obtained. Upon receipt, any previously dated copies of this schedule should be disposed by the section office records coordinators.

During the second quarter, the TSF Section and Region Office records coordinators completed a questionnaire regarding the types of computer systems maintained in the TSF Field Offices. This study revealed problems regarding their ability to load and execute the Records Management Remote Inventory System Software (Versatile) on many of their present systems. It was therefore decided that the Records Management Department would perform data entry of the records inventories for the TSF Field Offices.

The final phase of the Records Management Program began in the TSF Field Offices in the second quarter. This phase includes the data entry of records inventories and the transfer and disposal of records according to approved departmental retention schedules. To ensure compliance with the PM USA Records Management Procedures, this phase of the program must be completed each year.

Year to date, records inventories were received and entered into the Records Management System for eight Field Offices. Transfer and disposal notices were generated for 71% of the TSF inventories maintained in the Records Management System. This represents 24% of the active disposal notices and 10% of the transfer notices that must be processed for the Field Offices during 1992. Based on the volume of records that have been transferred or disposed to date, it is estimated that 10% of the current year Records Management requirements have been met in the TSF Field Offices. I'm also pleased to report that three Region Offices have already completed the Records Management requirements for the 1992 calendar year.

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Since we are committed to fulfill 100% of the legal and operational requirements of the Records Management Program during 1992, it is important that each of the TSF records coordinators comply with the schedule that was distributed to them last month (Attachment #2). By copy of this report, I would also like to remind the records coordinators that records must be physically transferred or disposed and the notice signed and returned to the Records Management Department within 30 days from the date of the notice. The timeliness of the remaining activities to bring this phase of the program to completion is very important.

Counsel in the PM USA Legal Department advised us in April that we should begin conducting Records Management Program compliance reviews in PM USA departments that have completed the program implementation requirements. According to projected completion dates, audits are planned to be scheduled in several of the Field Offices during the fourth quarter this year. Reports of our findings and recommendations will be submitted at the conclusion of these reviews.

The PM USA Legal Department informed us in June that the Records Management Manual, which was revised to ensure conformity with our other operating companies' procedures, was ready to be distributed to departmental records coordinators company wide. Due to turnover and reassignment of personnel, it was decided to retrain the departmental records coordinators at the time these manuals are distributed. The need to ensure that the records coordinators job descriptions included their Records Management responsibilities was also emphasized. I will keep you informed of future developments in these areas.

As always, I would like to thank the TSF records coordinators for continuing their efforts on the implementation of this important program. Attached is a breakdown by the Field Offices showing implementation progress on the final phase of the Records Management Program (Attachment #3). (NOTE: The statistical calculations of records transferred or disposed to date is based on the inventory of TSF records maintained in the Records Management System.)

Attachments

c: Section and Region Office Records Coordinators
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